

Town of Freetown
POSITION DESCRIPTION

Position Title:	Transfer Station Attendant	Department:	Board of Selectmen
Reports To:	Transfer Station Attendant Supervisor	Hrs/Week:	36
Affiliation:	Professional	Step:	Determined upon hire
Appointing Authority:	Board of Selectmen	FLSA:	

Position Purpose:

Skilled work in the operation of Transfer Station Facilities and operation equipment used in the maintenance of Transfer Station Facilities and the hauling of solid waste.

Supervision:

Supervision Scope: Exercises judgment and initiative to achieve approved objectives; utilizes independent judgment in guiding the public toward conformance with applicable laws, regulations, and departmental policies, may participate in the development of management plans and programs. Carries out assignments independently. Work at this level requires a working knowledge of departmental operations, local and state laws and involves both standard and non-standard practices and techniques. Incumbent is called upon to handle all details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility; exercises judgment in responding to inquiries from the general public and managing work load and assignments.

Supervision Received: Works under the general direction of the Transfer Station Attendant Supervisor and follows department rules, regulations and policies, requiring the ability to plan and perform operations, and to independently complete assigned tasks according to prescribed time schedules. The position is subject to annual review and evaluation.

Job Environment:

Work in the outdoors. This position is exposed to all types of weather and weather conditions. Incumbents work in areas with a high dust, dirt, and fumes. This position is physically demanding and incumbents may be required to lift heavy object in the normal performance of job duties. Incumbents in this classification must follow OSHA safety procedures carefully. Incumbents perform duties that require the operation of heavy equipment.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

One year of general labor experience.

Must possess and maintain a valid Driver's License.

Valid Hoisting License.

Considerable knowledge of the operation of heavy equipment. Knowledge of traffic and highway safety rules and regulations.

Knowledge of effective precautionary measures necessary to avoid accidents.

Knowledge of Solid Waste Management practices to include, but not limited to maintenance, grading drainage systems, gas venting, and erosion control.

Ability to understand and carry out general instructions related to maintenance, loading and transportation work.

Ability to communicate effectively with general public.

Ability to perform physical demanding job duties and on occasion work under adverse weather conditions.

Skilled in the operation of equipment to complete work assignments.

Recommended Minimum Qualifications:

Knowledge, Ability and Skill:

Knowledge: General knowledge of public health and transfer station is highly desirable. Experience in preparing effective business communications, both by formal correspondence and by email.

Ability: Ability to communicate information effectively and appropriately, using both oral and written skills, with the general public, high level officials. Ability to carry out work assignments with a high degree of independence and discretion. Ability to resolve difficult customer service requests. Ability to prioritize multiple tasks and deal effectively with interruptions. Ability to maintain detailed and accurate records.

Skill: Excellent customer service skills. Skill in all required tools and equipment.

Physical Requirements:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The work is regularly active with periods of heavy exertion and is performed in shop or field setting and outside. Typical positions require workers to walk or stand for long periods; bend, kneel, crouch and crawl; reach. The work requires the ability to communicate effectively.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be exhaustive list of all responsibilities and duties required.

Approved by:

Board of Selectmen, Personnel Chair

Date Approved

Employee

Date Received

Human Resources

Date Received